

**Department of
Veterans Affairs**

Memorandum

April 12, 2006

Date:

Deputy Secretary (001)

From:

Assignment of IT Employees to the Office of Information & Technology

Subj:

Under Secretaries, Assistant Secretaries, Other Key Officials and Field Facility Directors

To:

1. In accordance with the Department's commitment to establish a VA Federated Information Technology (IT) Management System which was approved by the Secretary on March 22, 2006, we will be realigning designated IT functions under the Assistant Secretary for Information and Technology.

2. As a first step in this process, I am directing that all IT personnel involved in operations and maintenance for the Veterans Health Administration, Veterans Benefits Administration, National Cemetery Administration, Staff Offices and other VA organizations, with the exception of the Office of Inspector General, be mass detailed to the Office of Information and Technology (OIT) beginning immediately and completed not later than April 30, 2006.

3. The Assistant Secretary for Human Resources and Administration, in coordination with the Assistant Secretary for Information and Technology, has prepared the attached written guidelines and procedures outlining the process parent organizations will use to execute this action. Additionally, they will communicate this plan to all organizations within VA. The Office of Public and Intergovernmental Affairs and the Office of Congressional and Legislative Affairs are charged with communicating this message outside VA. These details will be made for up to one year in 120-day increments upon management confirmation that the details remain necessary.

4. During this detail period, facilities are not permitted to change or move the physical spaces of employees on detail, change or reduce the administrative and support services provided, or change conditions of employment unless appropriate management officials from OIT and the organization proposing the change both agree to the change and all labor relations obligations have been fulfilled.

5. I am also delegating to the Assistant Secretary for Human Resources and Administration the authority to direct, on my behalf, additional actions needed to accomplish this realignment.



Gordon H. Mansfield

Attachments

Instructions
Details to the Office of Information & Technology

1. The Office of Information and Technology (OIT) will electronically issue draft mass change memoranda to the Veterans Health Administration Central Office and Veterans Integrated Service Networks, to the Veterans Benefits Administration Central Office and Area Offices, the National Cemetery Administration Central Office and Memorial Service Networks, Staff Offices and other organizations. Each organization should review the mass change memoranda and verify that the employees listed are the ones previously identified by each station in their response to OIT as performing information technology (IT) operations and maintenance work.
2. The servicing Human Resources Management Officer (HRMO) should sign the mass change memorandum detailing the listed employees to the Office of Information & Technology, VA Central Office, Office of IT Operations, Field Operations Division.
3. The servicing HRMO should review and adapt the attached Employee Information Sheet to reflect station-specific information.
4. Each station should provide a copy of the mass change memorandum, the Deputy Secretary's memorandum, and the Employee Information Sheet to each employee being detailed to OIT.
5. A copy of the signed mass change memorandum should be filed as a permanent document in each employee's Official Personnel Folder along with copies of the Deputy Secretary's memorandum dated <specific date>, Subj: Assignment of IT Employees to OIT, and the Employee Information Sheet.
6. Questions regarding the employee lists, memoranda or procedures should be directed to Thomas Barritt, OIT. He may be reached at (202) 273-5234.
7. Copies of the signed mass change memoranda should be sent to Demetrius Lowery (005B) at DVA, Office of Information and Technology, 810 Vermont Avenue, NW, Washington, DC 20420. If you have any questions, he may be reached by telephone at (202) 273-9734.
8. This mass detail also includes those Title 38 employees identified as performing operations and maintenance IT functions. These employees may be detailed to OIT, but may not be permanently reassigned as Title 38 employees to OIT. Options regarding the assignment of these employees are currently being developed.

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: IT Employees Listed Below

1. As a result of the Secretary of Veterans Affairs' decision to consolidate all information technology activities related to operations and maintenance and establish a Federated Information Technology (IT) Management System in VA, the following employees are being detailed to the Office of Information and Technology, Office of IT Operations, Field Operations Division:

Employee A
Employee B
Employee C
Etc.

2. All affected employees will continue to perform their duties at their current duty station and their position descriptions of record will serve as the basis of the duties to which they are being detailed.

3. This action is effective <specific date>. The details will be for up to 1 year, to be reviewed and extended in 120-day increments.

4. You will continue to report to your current first line supervisor, but your new second line supervisor will be _____.

5. The Deputy Secretary's memorandum dated <TBD>, Subj: Assignment of IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance.

<Name of Servicing HRMO>

Attachments

Attachment 3

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: [Facility] Chief, Information Resources Management Officer

1. As a result of the Secretary of Veterans Affairs' decision to consolidate all information technology activities related to operations and maintenance and establish a Federated Information Technology (IT) Management System in VA, you are being detailed to the Office of Information and Technology, Office of IT Operations, Field Operations Division.
2. You will continue to perform your duties at your current duty station, and your position description of record will serve as the basis of the duties to which you are being detailed.
3. This action is effective <specific date>. The detail will be for up to 1 year, to be reviewed and extended in 120-day increments.
4. You will report to _____ who will serve as your new first line supervisor, and your new second line supervisor will be _____.
5. The Deputy Secretary's memorandum dated <TBD>, Subj: Assignment of IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance.

<Name of Servicing HRMO>

Attachments

Attachment 4

Date:

From: Servicing Human Resources Management Officer

Subj: Assignment of IT Employees to the Office of Information & Technology

To: Regional/VISN Chief Information Officer

1. As a result of the Secretary of Veterans Affairs' decision to consolidate all information technology activities related to operations and maintenance and establish a Federated Information Technology (IT) Management System in VA, you are being detailed to the Office of Information and Technology, Office of IT Operations, Field Operations Division.
2. You will continue to perform your duties at your current duty station and your position description of record will serve as the basis of the duties to which you are being detailed. Additionally, you will serve as the first line supervisor for facility level Chief Information Officers (CIOs) and as the second line supervisor for facility-level employees at facilities for which you are responsible.
3. This action is effective <specific date>. The detail will be for up to 1 year, to be reviewed and extended in 120-day increments.
4. You will report to _____ who will serve as your new first line supervisor, and your new second line supervisor will be _____.
5. The Deputy Secretary's memorandum dated <TBD>, Subj: Assignment of IT Employees to the Office of Information and Technology, and an Employee Information Sheet are attached and provide additional guidance.

<Name of Servicing HRMO>

Attachments

Employee Information Sheet

In order for the Assistant Secretary for Information and Technology (OIT) to assume management of VA's information technology (IT) operations and maintenance assets immediately, IT employees need to be assigned to OIT as soon as possible in a manner that adheres to the principle of "do no harm." Therefore, IT employees will be detailed to OIT from their current organizations immediately.

What is a detail?

A detail is a temporary action that assigns an employee to different set of duties or to a different position in the same or different organization. The employee's official position of record does not change for title, series, grade, pay, placement, conditions of employment, or any other employment reason, except that the employee may receive different work assignments and may receive new or different assignments from a different supervisor.

Why am I being detailed to OIT?

At the direction of Deputy Secretary Mansfield, IT employees throughout VA who are performing operations and maintenance work will be detailed from their current organizations to OIT. Since you perform operations and maintenance work, you are in the group of employees who are being detailed.

Will Title 38 employees performing operations and maintenance IT functions also be detailed?

Yes. This mass detail also includes Title 38 employees identified as performing operations and maintenance IT functions. These employees may be detailed to OIT, but may not be permanently reassigned as Title 38 employees to OIT. Options regarding the assignment of these employees are currently being developed.

How long will the detail last?

These details will be made for up to 1 year in 120-day increments, when an appropriate management official confirms that the details remain necessary.

Could the detail end earlier?

Yes, the detail can be terminated whenever management determines that it is no longer necessary

What happens when the detail is over?

When the detail is over, you will be reassigned permanently to OIT. It is anticipated that permanent assignments will be effective 1 October 2006.

Will my official position or any other employment conditions change while I am on detail to OI&T?

While on detail to OI&T, your official position of record will not change, nor will your pay, duty location, work schedule, telework arrangements, union representation, or other conditions of employment. You will continue to be covered by human resources policies that apply to your official position of record. While on detail, your eligibility to apply to vacancy announcements is determined by your official position of record, not your detailed position. This detail to OI&T will not negatively impact your ability or right to qualify and compete. If you are selected for a position, a date for assignment into the new position will be negotiated with your employing office in consultation with your detail supervisor.

Will I continue to perform the same work?

In most cases, you will continue to perform the same work. You may have some new duties, but the majority of your work will remain the same.

Will I continue to report to the same supervisor?

In most cases, you will report to the same immediate supervisor that you do now. You may have a new second-line supervisor, who will be a detail supervisor. Many supervisory and management employees will report to new first and second-line detail supervisors. Whoever is designated as your supervisor has the authority to assign and review your work.

Will my office location change?

You will continue to occupy the same physical space. Facilities will not be permitted to change or move the physical spaces of employees on detail to OIT unless appropriate management officials from OIT and the organization proposing the change both agree to the change and all labor relations obligations have been fulfilled.

Who will approve my leave, complete my performance appraisal, and approve other personnel actions for me?

Requests for leave will be approved by the first-line detail supervisor, but all other employee performance and conduct actions will be taken by the first-line supervisor of your official position of record with input from the first-line detail supervisor. Remember, a detail does not change your official position of record. So, the supervisor of your position of record is the person who has supervised you before this detail.

The first-line detail supervisor may recommend awards, promotions, selections, and similar actions, and the action will be approved and processed in accordance with established station policy and protocol.

Will my Human Resources Office change?

No, you will continue to receive administrative and other support services by the same station that provides them now. Such services may include but are not limited to human resources, time and attendance, budget, procurement/acquisition, telecommunications, space, utilities, furniture, equipment, supplies, employee assistance, child care subsidies, and parking.

Will this detail be documented in my OPF?

Yes, a copy of the assignment memorandum that you received along with this information sheet and the Deputy Secretary's memorandum dated <TBD>, Subj: Assignment of IT Employees to the Office of Information & Technology (OIT) will be filed in your Official Personnel Folder.

Whom should I contact for more information?

You may contact your local servicing Human Resources Office or your immediate supervisor for more information.